

# Athens City Schools

Athens, Georgia

1904-1905



Nineteenth Annual Report

of the

ATHENS CITY SCHOOLS,

Athens, Georgia.

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Session 1904-'05.

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ATHENS BANNER PRESS,  
1905.



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## BOARD OF EDUCATION.

### OFFICERS.

J. D. Mell	President
R. C. Orr	Vice-President
A. L. Hull	Treasurer
C. D. Flanigen	Secretary

### MEMBERS.

		Term Expires Jan'y,
1st Ward—	A. W. Vess	1909
	R. C. Orr	1906
2nd Ward—	Chas. Stern	1910
	G. H. Palmer	1906
3rd Ward—	A. L. Hull	1908
	D. C. Barrow	1909
4th Ward—	E. R. Hodgson	1907
	J. S. King	1910
City at Large—	J. D. Mell	1907
	C. D. Flanigen	1908
Ex-Officio—	J. F. Rhodes, Mayor of the City.	

### STANDING COMMITTEES.

Finance—Barrow, chairman; Hodgson, Palmer.  
 Salaries and Supplies—Palmer, chairman; Stern, Flanigen.  
 Buildings and School Property—Hodgson, chairman; Hull, Rhodes.  
 Grievances—Rhodes, chairman; King, Hull.  
 Rules and Law—Vess, chairman; Barrow, Orr.  
 Examinations—Hull, chairman; Barrow, Vess.  
 Sanitary Affairs—Orr, chairman; Stern, King.  
 Library—Bond, chairman; Barrow, Flanigen.

## OFFICERS AND TEACHERS.

SESSION 1905-1906.

G. G. BOND, SUPERINTENDENT. X

F. M. HARPER, ASSISTANT SUPERINTENDENT.

### WASHINGTON STREET SCHOOL.

Mr. Harper, 10th Grade.  
 Miss Barrow, 9th Grade. X  
 Miss L. Thornton, 8th Grade.  
 Miss Turnbull, 7th Grade. X  
 Mrs. Reaves, 6th Grade.  
 Miss C. Patman, 5th Grade.  
 Miss Hilsman, 5th Grade. ✓  
 Miss Christopher, 4th Grade. X

### BAXTER STREET SCHOOL.

Mr. Mell, 8th Grade.  
 Miss Baker, 7th Grade.  
 Miss Walden, 6th Grade.  
 Miss C. Thornton, 5th Grade. ✓  
 Miss Michael, 4th Grade. ✓  
 Miss Bloomfield, 3rd Grade. ✓  
 Miss Maddox, 2nd Grade. ✓  
 Miss Brumby, 1st Grade.

### OCONEE STREET SCHOOL.

Miss A. Patman, 1st Grade.  
 Miss Kennard, 1st Grade.  
 Miss Bird, 2nd Grade.  
 Miss Edwards, 3rd Grade.

### MEIGS STREET SCHOOL.

Mrs. Freeman, 1st Grade.  
 Miss Munday, 2nd Grade.  
 Miss Lampkin, 3rd Grade.  
 Miss Barwick, 4th Grade.

*Miss F. Doney* ✓

### CHILDS STREET SCHOOL.

Miss Gerdine, 6th Grade.  
 Miss Wier, 5th Grade.

### WEST ATHENS SCHOOL—Colored.

Mr. Harris, 9th and 10th Grades.  
 Miss L. Davis, 7th and 8th Grades.  
 Miss Greene, 6th Grade.  
 Miss Carter, 4th and 5th Grades.  
 Miss Smith, 3rd Grade.  
 Miss Mack, 2nd Grade.  
 Mrs. Heard, 1st Grade.

### EAST ATHENS SCHOOL—Colored.

Mrs. Reid, 4th and 5th Grades.  
 Miss White, 3rd Grade.  
 Mrs. M. Davis, 2nd Grade.  
 Miss Banks, 1st Grade.

*Teachers marked (✓) graduates of the State Normal School.  
 " " (X) " " other Normal Schools.*



# RECEIPTS AND DISBURSEMENTS.

July 1, 1904, to July 1, 1905.

## RECEIPTS.

Balance July 1st, 1904....	\$ 304.43
From City of Athens .....	16,400.00
From State of Georgia .....	6,457.95
From Tuition Fees .....	280.25
From Sale of Old Furniture .....	45.50
Deficit July 1st, 1905 .....	519.95

## DISBURSEMENTS.

Salaries .....	\$21,346.37
Repairs .....	296.67
Rents .....	133.33
Stationery and Postage .....	10.50
Printing and Advertising .....	92.05
Fuel and Lights .....	623.62
Supplies .....	204.49
Furniture and Equipment .....	150.04
Insurance .....	170.46
Miscellaneous and Incidentals .....	303.05
Library .....	98.75
Janitors .....	578.75
	\$24,008.08
	\$24,008.08

# ATHENS CITY SCHOOLS, TABULAR SHOWING, 1904-1905.

	Meigs Street School.	Oconee Street School.	Wah'g'tn Street School.	Baxter Street School.	Childs Street School.	Total White Schools	East Athens School.	West Athens School.	Total Colored School.	GRAND TOTAL.
Total enrollment.....	175	182	285	304	34	980	284	428	712	1692
Average attendance.....	125	125	228	225	27	730	179	247	426	1156
Total number absences.....	1,451	1778	1707	2674	206	7817	2315	7035	9350	17167
Total number presences.....	21,588	21592	39423	39050	4758	126411	30953	42719	73672	200083
Attendance per cent.....	95	92	95	93	95	94	92	85	88	91
Number cases tardiness.....	245	152	414	590	74	1475	493	729	1222	2697
Number cases corp. punishm't.....	6	16	27	17	3	69	96	175	271	340
Number pupils suspended.....	0							12	12	12
Number days taught.....	173	173	173	173	173		173	173		173
Number Visitors.....	139	72	209	155	21	596	99	51	150	746

HOLDER OF BURKE SCHOLARSHIP MEDAL: { Fall Term: { Dave Barrow, Jr.  
 { Spring Term: {

## GRADUATES—CLASS 1905.

### WHITES.

Edith Allen.	Lucy Bryan.	Ida May Dorsey.	Mable Hale.	Mary Lou Harbin.	Bertha Huggins.	Leila May Hull.
Katie Jones.	Annabel Kennard.	Leola McDorman.	Marie Pavesich.	Louise Powell.	Moselle Reaves.	Rosa Smith.
Dave Barrow.	Linton Gerdine.	W. D. Hull.	Jerome Michael.	Walter Morris.	J. B. Wier, Jr.	

### COLORED:

Lurine Hawkins, Annie May Young, Mattie Julia Hill, Willough Horton, Anna Johnson, Willie May Owen, Hattie Belle Neely.

## GENERAL STATISTICS:

Population (estimated).....	14,000	Percentage of School Population enrolled, white.....	67
School Population (6-18 years, census 1903).....	2,972	Percentage of School Population enrolled, colored.....	45
School Population, white.....	1,412	Taxable Property of City 1904.....	5,928,620
School Population, colored.....	1,562	Tax rate for City Schools 23% on tax rate of 1%	



## NINETEENTH ANNUAL REPORT OF THE SUPERINTENDENT.

Mr. President and Gentlemen of the Board of Education:

The scholastic year, which closed on the 31st of May, has been as prosperous as we could expect it to be under the circumstances. The total enrollment in the White schools shows an increase of ten over last year. This increase would have been much greater but for the unfortunate conditions in the first grade in the Meigs Street school. There were something like sixty pupils applying for admission to this grade. We attempted to relieve the situation by dividing the grade, and holding a double daily session. This failed owing to the opposition of the pupils and parents. No course was left to me then but to forcibly transfer fifteen or twenty of these pupils to the Oconee, and Baxter Street schools. Very few of these pupils ever came back. The result was that they were virtually denied school privileges during the year.

The total enrollment in the Colored schools continues to fall off. This year it is twelve smaller than it was last year. The average daily attendance likewise shows a decrease, being fifteen smaller than last year. In my judgment, this is primarily due to the fact that the Colored schools with a seating capacity of only five hundred are asked to accommodate over seven hundred pupils. Pupils literally swarm in school during the first week or two, and then they drop out by scores. Last September the teachers reported one hundred and fifty-five pupils as lost during the first month. Of this number, only seventy-eight ever returned, thus leaving a net loss of seventy seven. During October one hundred and eighty-four were lost, and only one hundred and thirty ever returned. And so it goes through the whole year. This irregularity of attendance is largely due to the indifference of the parents. A great many of them do not care whether their children ever get an education or not. I have tried through the teachers and preachers of the city to reach the parents, and get them interested, but I do not feel that I have accomplished much. I am ready to take a strong stand with the city authorities to secure additional facilities for them, but they must first show me that they really desire it.

Our tardiness record is still very unsatisfactory. We had two thousand six hundred and ninety-seven cases during the year. This is partially due to the adoption of Eastern time by the city, which made our opening hour virtually a half hour earlier than the opening hour of previous years; but I regret to say that, in my judgment, much of it is due to indifference of parents. There were five hun-

dred and fifteen cases during the month of December alone. Acting on the strong representations of several citizens, and actuated solely by the desire to operate the schools in such a manner as to benefit the greatest number, I changed the opening hour during January to 9.30. There were two hundred and forty-four cases during January. This was quite a decrease, to be sure, but not enough in my judgment to justify the change. I am forced to the conclusion that some people would be late in getting their children to school, no matter when we began the daily session. I sincerely hope the members of the Board of Education and the Superintendent will be able to strongly uphold the principals and teachers in the enforcement of the new tardiness law next year.

### COURSE OF STUDY.

The teachers have asked for quite a number of minor changes in the course of study for next year. The Buehler's Modern English Grammar has been found a little too difficult for the pupils in the fifth grade. I suggest that we use the second book of the Hyde series in this grade, and use the Buehler in the sixth grade. The sixth grade teachers assure me that they can complete the book in one year. This, together with the Whitney and Lockwood's Grammar in the seventh grade, will give our pupils two years of pure technical grammar, taken from two different texts. I hope this will be sufficient to meet the college entrance requirements of the state.

Up to the present time, our plan has been to teach Arithmetic without a text until the pupils entered the fifth grade. The whole time of the fourth grade has been devoted to a treatment of fractions and decimals, the subjects being presented topically. The fifth grade then went over the same ground in the Wentworth's Practical Arithmetic. At our conference of fourth grade teachers last spring, it was suggested that we introduce the text a year earlier in the hope that we might be able to save a year later in the course of study for a special course in Advanced Arithmetic. After a careful discussion of the question, we were unanimous in the opinion that the change would be a wise one.

For several years, we have been encouraging the pupils to provide themselves with dictionaries to be used for reference in their daily class work. A great many of them have done this, but a number of them have these little pocket dictionaries in which the definition is about as incomprehensible as the word itself. I think the time has now come to require all pupils above the fourth grade to provide themselves with dictionaries of standard quality. We are specifying in the course of study for next year that the teachers of



the fourth, fifth, and sixth grades teach the rules for spelling. Apart from the substitution of Lanier's Poems for Franklin's Autobiography, there are no other changes in the course of study of sufficient importance to demand notice here.

#### HIGH SCHOOL.

The new law, limiting the Superintendent in the assignment of teachers to the high school grades to those who have successfully passed the principal's examination, marks the beginning of a new era of progress in the schools. For several years teachers have manifested a growing disinclination to undertake high school work. They clamored for the lower grades. Now the matter rests on an entirely different basis. Under the new law, only those teachers who apply are eligible to the increase in salary that accompanies a high school assignment. The teachers now feel that there is a more equitable relation between salary and work than ever before, and this has already produced a greater feeling of contentment in the corps. We are now making plans to inaugurate a department system in the high school. We have been anxious to do this for several years, but have never before felt that we were in position to make a systematic attempt because the high school corps has been shifting from year to year. Already one conference has been held, and a tentative scheme has been outlined. We hope to extend this during the fall.

#### THE NIGHT SCHOOL AND EAST ATHENS KINDERGARTEN.

Some time last spring, it was suggested by some members of the City Council that the Night School and East Athens Kindergarten be united with the system of city schools. After some preliminary discussion, the Council asked the Board of Education to submit a plan for carrying out this suggestion. After making a careful investigation, the President of the Board of Education drew up a plan which was unanimously adopted by both the Board of Education and the City Council. Accordingly on the first of April, the Board of Lady Managers, who had been operating these institutions, transferred them to the Board of Education, and the teachers were placed upon our pay roll. The report of enrollment and attendance in these schools is as follows:

	Night School.	Kindergarten.	Cooking Classes	Total.
Total Enrollment ...	157	57	40	254
Average Attendance ....	60	30	18	108

Owing to the fact that these schools have used different systems of record-keeping from ours, I have thought best to make a

separate report this year. Next year this report will be incorporated with the regular statistical report of the schools. I desire to call attention to only one point just here, and that is that approximately twelve hundred and thirty-four white pupils out of a school population of fourteen hundred and twelve have been enrolled in school during the year which has just closed. Thus we see that something like eighty-seven per cent of the white school population are taking advantage of their educational opportunities.

#### BRANSON LIBRARY.

It affords me pleasure to report that the Library has had another prosperous year. The subjoined report will give you some idea of the manner in which the pupils of the different buildings have taken advantage of their opportunities:

School	Boys	Girls	Total
Baxter Street ...	950	1,196	2,146
Washington Street ...	733	1,107	1,840
Meigs Street ...	1,224	1,176	2,400
Oconee Street ...	530	759	1,289
Childs ...	169	105	274
Totals ...	3,606	4,343	7,949

Up to date 6,301 books have been catalogued, 270 of which were put in this year. We could have added a good many more books during the year but for the fact that I drew \$44 and some cents from the library fund for the purpose of paying the freight on the French work from St. Louis.

Last year, as an experiment, I subscribed for some six or eight good current periodicals for the pupils of the High School. I was so well pleased with the results that I have invested \$18.35 in a new list for the next year. The present list consists of Harper's Weekly, Leslie's Weekly, Literary Digest, Century, Scientific American and World's Work.

On the 12th of May Mr. Atkinson gave another entertainment at the opera house for the benefit of the Library. I am glad to report that we cleared \$103.25. This will of course go for new books during the next year.

#### SCHOOL GARDEN AND HANDWORK.

Early last spring the Principal of the West Athens School decided he would like to have his pupils have a school garden. We were in active sympathy with this movement from the start. He rented about a quarter of an acre of ground adjacent to the school premises, and the Chairman of the Supply Committee authorized me



to furnish the necessary money for tools, seeds, etc. The ground was divided into one hundred small plots, each about ten feet square. Each plot, representing a complete miniature garden, was given to a pupil. The pupils entered upon the work with great enthusiasm. Up to the close of school the total expenses had been less than \$20, and the sales had amounted to about \$5. That was just the beginning of the selling season. I believe the venture will prove a success, and I strongly recommend that the Principal be allowed to extend the work another year. I would even favor the purchase of this property if it should be found necessary.

In this connection I desire to commend the work in sewing done by the teachers and pupils of the East Athens school. Since Christmas a good deal of attention has been paid to this work, and I am very much pleased with the results. On the first of May they gave a little exhibition to the patrons of the school, and there were thirty-five completed garments on exhibition, all of which had been made by the pupils under the direction of the teachers. Unless you raise some objection, I shall endeavor next year to extend this work, and give it recognition in the course of study. I am dreaming of the ideal school in which, in addition to the regular literary and scientific work, every boy will be taught how to earn a living with his hands, and every girl will be taught how to cook and sew.

#### CONTAGIOUS DISEASES.

Almost every winter our attendance is seriously interrupted by contagious disease of some sort or another. Sometimes it is small-pox, sometimes it is measles, and sometimes it is scarlet fever. We are always at a loss as to the wisest course to pursue when these epidemics are upon us. When one child in a family takes the measles, we do not know whether to exclude the other children of that family from the schools or not. Some doctors tell me that the measles can be carried in the clothes, while others say it can not. We do not know how long to exclude a child that has had the measles. The same is true in the case of the other contagious diseases. I am satisfied that we have at times excluded children from school who ought to have been allowed to continue, and on the other hand, I am confident that we have allowed children to continue in school when they ought to have been excluded. I therefore earnestly recommend that you either employ a physician, or ask the Board of Health to draw up a definite code of regulations stating just what course we shall pursue when any contagious disease breaks out in a family that has pupils attending any of the city schools.

In conclusion I desire to thank each and every one of you, in

the name of the teachers, for your sympathy and co-operation in helping us solve the different problems that have arisen during the year.

Respectfully,

G. G. BOND, Superintendent.

## ORGANIZATION AND GOVERNMENT OF THE ATHENS CITY SCHOOLS.

### PLANS AND REGULATIONS.

#### Chapter I.

1. The schools shall be divided into Primary, Grammar and High School Departments.
2. The Primary Department shall consist of the First, Second, Third and Fourth Grades; the Grammar Department of the Fifth, Sixth and Seventh Grades; the High School Department of the Eighth, Ninth and Tenth Grades.
3. The course of study, text-books, books of reference, etc., are prescribed, and no text-book shall be used in the schools, and none shall be used in any grade which has not been thus prescribed.
4. The yearly session shall begin regularly the first Wednesday in September, and close the last Wednesday in May in each year. There shall be two weeks of intermission at Christmas.
5. The holidays shall be Washington's birthday, Robert E. Lee's birthday, Memorial Day, Thanksgiving Day, and such other days as the Board may order.
6. The regular school hours shall be from 9 A. M. to 1 P. M. for First and Second Grades; from 9 A. M. to 1:30 P. M.; for Third and Fourth Grades; from 9 A. M. to 2 P. M., for Grammar Grades; and 9 A. M. to 2:30 P. M., for High School Grades. During September First Grades may dismiss at 12 o'clock. The hours for opening and closing may vary at the option of the Superintendent, the intervals remaining the same.
7. Fifteen minutes previous to the beginning of each daily session of the schools, the signals shall be rung upon the school bells, and the gates and doors of the schools opened.

### REGULATIONS—PUPILS.

#### Chapter II.

1. All boys and girls between the ages of six and eighteen years, who, with their parents or guardians, reside in the city of



Athens, and are entitled under the Rules of the Board of Education to a participation in the benefit of the Public Schools, shall be admitted into the schools for which they are respectively qualified, by obtaining a certificate from the Superintendent; **provided, always,** they are not laboring under any contagious disease. No child shall be retained in the schools after November 1st, who has not been successfully vaccinated, or who does not present a physician's certificate stating that vaccination would be dangerous just at that time. A physician's certificate shall not exempt a pupil from vaccination more than ninety days except by special action of the Board. Primary pupils beginning school shall enter only during the first month of each school year.

2. Pupils shall not be allowed to retain their connection with any of the Public Schools unless they be regularly furnished by their parents or guardians, or otherwise, within one week of the time they may be required, with books and other conveniences necessary for the prosecution of their studies.

3. The pupils in the Grammar Department shall be subjected to two examinations in writing each session, as the Superintendent may direct, and oftener, if he shall deem such examinations necessary. Pupils who purposely absent themselves from any school examination, or public exercise of the schools, may be suspended, and shall not be allowed to return except at the discretion of the Board.

4. In case of the temporary withdrawal of a pupil, such pupil, upon return, shall be examined by the Superintendent, and, if found deficient, shall be reduced in grade.

5. Pupils who fail for two successive months to earn a scholarship average of 50 per cent. shall be reduced in grade.

6. Regular and punctual attendance is enjoined upon all pupils. Any pupil who is absent from school two days in one week, or any four days in one month, unless leave of absence has been previously obtained, or a satisfactory excuse given by the parent or guardian, shall be reported to the Superintendent for suspension.

7. A tardy pupil, presenting a legal excuse, shall be admitted. A tardy pupil, not presenting a legal excuse, shall be referred to the principal, who, upon investigation, may either admit said pupil, and impose punishment for the remissness, or send him home for an excuse. A pupil who is tardy without a legal excuse the second time in any one week shall not be admitted until the parent satisfies the principal that this will not recur. Should this happen the second time during either the fall term, or the spring term, the principal shall report the pupil to the Superintendent for punishment in his discretion.

8. Excuses for absence or tardiness, and requests for dismissal

before the close of school, must be made in writing or in person by the parent or guardian.

9. No pupil who has been absent, or who appears after the opening of the school, shall be admitted without a satisfactory excuse from parent or guardian for such absence or tardiness, or without proper discipline for the remissness.

10. Sickness of the pupil or in the pupil's family, impassably bad weather, unforeseen and Providential causes, are occasions for legal excuses.

11. Falsehood, profane and indecent language, and the use of tobacco within the school enclosure or on the way to or from school are positively prohibited. Three violations of this rule shall subject the pupil to suspension or expulsion. Cleanliness of person and clothing is required.

12. Pupils shall go directly to and from school, refraining from playing, quarreling, fighting or loitering by the way, being subject to the regular rules while en route.

13. Pupils must walk quietly through rooms and hallways; must not go into rooms belonging to other grades without permission of a teacher; must not throw stones or missiles of any kind upon the school grounds or immediate streets; must not collect within the immediate vicinity of the schools before the ringing of school bells; must refrain from communication during school hours without permission; must pay in full, within two weeks, under penalty of suspension, for all damage to school property; must be responsible for the cleanliness of their desks and books, and of the floor in their immediate vicinity.

14. Any pupil who shall leave school at any time before the regular hour for dismissal, without the consent of the teacher, shall not be permitted to re-enter the class, until an excuse or apology satisfactory to the Principal or Superintendent has been rendered.

15. Any pupil found upon that portion of the ground assigned to the opposite sex, shall be subject to immediate suspension.

16. Whenever the example of any pupil shall become injurious to the school through indolence, neglect of rules, or any other cause, and reformation shall appear hopeless, the parent or guardian shall be requested to withdraw such pupil from the school. Should the parent or guardian fail to comply with that request, the pupil may be suspended.

17. Pupils shall comply with all the rules and regulations for the government of the school to which they may be assigned; and submit to such penalties and punishments as may be prescribed for bad conduct. Should parents or guardians object to the infliction of corporal punishment upon their children or wards, such objection



must be made known in advance to the Superintendent in writing, and upon the infraction of rules by such pupils, they may be suspended by the Superintendent.

18. All suspensions shall be reported by the Superintendent to the Board at the next regular meeting after such suspension, with all attendant circumstances, expulsion being discretionary with the Board.

19. Pupils or parents having cause for complaint will seek redress first, before the Principal of the building, and if not satisfied, the case shall be immediately referred to the Superintendent, subject to appeal to the Board.

20. Non-resident children, or pupils over eighteen years of age, may be admitted to the schools on their payment of tuition in advance each term, provided there is room, so that they do not prevent the admission of resident pupils.

The rate of tuition shall be as follows:

In Primary Department, per month . . . . .	\$2.00
In Grammar School Department, per month . . . . .	3.00
In High School Department, per month . . . . .	4.00

21. Should any teacher, without the order or direction of the Superintendent, admit and teach any pupil not entitled to free tuition, said teacher shall be responsible for the tuition of such pupil for the term the pupil remains in school. After pupils have been admitted by the Superintendent as herein provided, it shall, nevertheless, be the duty of all teachers to report to the Superintendent the names of all pupils who, from non-residence or otherwise, are not entitled to free tuition. Any teacher, after knowledge of the fact, who shall fail to report any pupil to the superintendent shall be responsible for the tuition of such pupil.

#### SCHOOL DISTRICTS.

**Baxter Street School District.**—All that portion of the city west and south of a line beginning at the intersection of the middle of Barber street and the city limits, running along Barber street to Prince avenue, thence to Pulaski street, thence to Broad street, thence to Lumpkin street, thence to Baldwin street, thence to Cemetery street, thence to the river.

**Washington Street School District.**—All that portion of the city east and north of the above lines.

**East Athens School District.**—All that portion of the city east of the middle of Lumpkin street.

**West Athens School District.**—All that portion of the city west of the middle of Lumpkin street.

All accepted applicants shall be enrolled in the school of their

district, and there shall be no transfers, excepting in case the number of applicants exceeds the prescribed limits.

#### REGULATIONS—TEACHERS.

##### Chapter III.

1. The examination of teachers shall take place annually at such time or times as the Board shall determine.

2. No teacher shall be permanently employed without undergoing an examination satisfactory to the Board, under regulations hereinafter to be prescribed. Teachers having undergone a written examination and attained an average per cent. of 85, shall be considered unexceptionable for scholarship, and may be excused from the annual re-examination at the option of the Board.

3. Teachers shall hold their places at the pleasure of the Board and shall not be at liberty to resign without giving two months notice of such intention, and the vacation salary or any part thereof shall be forfeited.

4. Teachers are requested to be in their respective rooms fifteen minutes before the beginning of the daily session. Teachers who may be tardy shall report the fact on the monthly report to the Principal with a reason therefor, and in case of an unsatisfactory excuse, shall be so reported at the next meeting of the Board.

5. In case of absence from sickness or other cause, they shall send timely notice thereof to the Principal, who, with the Superintendent, shall provide a substitute from the list furnished by the Board. The pay of a substitute for a school-day shall be a dollar and twenty-five cents. But no regular teacher shall receive the regular salary when continuously absent more than two weeks, except in case of sickness.

6. Teachers who have not taught the full term of nine months, shall receive such proportion of the salary reserved for the vacation months, as the number of days they shall have taught bears to the total number of working days. Absence caused by sickness shall not be computed against the teacher in the apportionment of the vacation salary. Appointed teachers shall be paid their proportion of the summer salaries as are regular teachers.

7. Teachers shall attend all meetings to which they are called, and all special classes organized for their instruction by the Superintendent or the Board, and in case of failure to be present at the beginning of the meeting, they shall be so reported at the next meeting of the Board, unless an excuse satisfactory to the Superintendent is tendered.

8. Every teacher shall keep in a register, furnished for the



purpose, a correct account of the name, age, attendance, deportment and scholarship of each pupil, and shall send a monthly report of the attendance, deportment and scholarship to the parent or guardian to be signed and returned to the teacher on the following day. Teachers shall make their Principal such monthly reports of their rooms as may be required by the Superintendent.

9. At the beginning of the fall term, each teacher shall prepare a written program for daily exercises and recitations, to be deposited by the Principal with the Superintendent, and strictly adhered to by the teacher when approved by the Superintendent.

10. Teachers will obey the instructions of the Superintendent and of their principals, and devote their time during school hours to their respective classes.

11. Teachers shall co-operate with the Principals and Superintendent in maintaining order on the part of pupils in halls, stairways, play-grounds and en route to and from school.

12. Teachers shall attend to the physical education and comfort of the pupils under their charge, making the ventilation and temperature of the school room an especial object of attention, taking care that the temperature fall not below 60 nor rise above 70 degrees Fahrenheit, while the furnaces are in operation during school hours.

13. Teachers shall be responsible for the discipline and government of their rooms, ruling as would a kind and judicious parent, always firm and vigilant, but prudent. They shall endeavor, on all proper occasions, to inculcate in their pupils truthfulness, self-control, temperance, frugality, industry, obedience to authority, reverence for the aged, forbearance to the weak, respect for the rights of others, politeness to all, kindness to animals, desire for knowledge, and obedience to the laws of God; but no teacher shall promulgate partisan or sectarian views in the schools under any circumstances.

14. Should kind and persuasive measures fail with pupils they shall be reported to the Principal, who may inflict or cause to be inflicted such punishment in private, corporal or otherwise, as the case demands. Whenever corporal punishment shall be inflicted upon any pupil in the schools, the name of the pupil, grade, age and cause of punishment shall be recorded and reported by the Principal to the Superintendent, subject to the inspection of the Board.

15. Whenever pupils are suspended or excluded from the schools, and the Superintendent or the Board and Superintendent, re-admits them upon terms and they decline to return to school upon the terms imposed, it shall be the duty of the Principal of the

school to report such pupils to the Superintendent to be at once reported by him to the Board.

16. They shall be held responsible for the neatness of their respective rooms, furniture and pupils—enjoining upon pupils not only by precept, but also by example, cleanliness of person and dress, and the abstinence from the use of tobacco upon the premises.

17. They shall take immediate steps to ascertain the cause of all absences.

18. Teachers shall have jurisdiction over pupils other than their own when the immediate teacher of such pupils is not present.

19. Teachers will not be allowed to make any reply to written complaints addressed them by parents or guardians relative to pupils. All such communications must be referred to the Principal to be referred to the Superintendent if deemed necessary.

20. By making written application through the Secretary of the Board, teachers will be granted, from time to time, leave of absence for a year of study, and while absent on said leave, shall receive the difference between their salary and the amount necessary to provide a substitute satisfactory to the Board. Requests of this nature will be granted in the order in which they are received, provided always that not more than two teachers shall be away during any one year. Every leave of absence specified above shall extend from September to June.

21. High School Teachers shall be appointed from the list of those who have passed the examination set for principals. In case there are no teachers who have passed this examination, the Superintendent may make an appointment of other teachers, but such appointee shall not receive the pay of High School teacher until the principal's examination is passed.

## PRINCIPAL.

### Chapter IV.

1. Principals shall be responsible for the observance and enforcement of the rules of the schools under their charge, and in the discharge of their duty shall be entitled to the respect, deference, and co-operation of the teachers associated with them.

2. They shall make monthly reports of their work to the Superintendent in such form as he may direct.

3. They shall have a general supervision of the grounds, buildings, furniture and appurtenances of the schools, and see that they are kept in good condition, and that minor repairs are done by



the janitor; they shall see that good order is maintained upon the school premises, in the neighborhood thereof, and that the strictest cleanliness is maintained in the school buildings and premises belonging thereto; they shall promptly report to the Superintendent any repairs that may be required, and any negligence of the janitors; they shall make requisition upon the Superintendent for all supplies of books, stationery, and other articles required for the use of the schools.

4. As teachers they shall be subject to the regulations hereinafore given in Chapter III; and to such regulations therein as refer to Principals.

## REGULATIONS—SUPERINTENDENT.

### Chapter V.

1. He shall devote himself to the study of the system under his charge and shall keep himself acquainted with the progress of instruction and discipline in other places, that he may suggest appropriate means for the advancement of the public schools in the city.

2. He shall have general supervision of all the public schools of the city, and be especially charged with the enforcement of the rules of the Board.

3. He shall, during the last month of the summer term, examine, in connection with the teachers, the various grades and promote all qualified to higher grades, according to the standard of qualification fixed by the Board.

4. He shall give prompt attention to every instance of misconduct duly reported to him by the Principals, and, if after examination it can not be otherwise redressed, he shall report the same to the Committee on Grievances.

5. He shall examine each child who applies for admission as a pupil, and assign such pupil to the proper grade and building, provided that not more than fifty pupils shall be assigned to any grade in any one building, excepting the primary grades, where double daily sessions may be held at one-fifth additional pay for the teacher.

6. He shall spend a portion of each school day in the public schools of the city, and observe the mode of instruction and discipline adopted, and the success or failure of the same.

7. He shall have the power to suspend teachers and pupils for the neglect of duty or violation of prescribed rules. In each instance of the exercise of such discipline he shall make a writ-

ten report of the same with full particulars to the Committee on Grievances for decision.

8. He shall transmit all special orders to teachers and janitors through the respective Principals of buildings.

9. He may, at his discretion, for purposes involving the interest of the school, call meetings of the teachers, whose duty it shall be to attend.

10. He may organize a weekly normal class of teachers for each race to meet separately at such regular times, and at such stated places as he shall deem best. One hour or more shall be spent at each meeting in discussing and explaining the various branches taught in the public schools, and the best methods of teaching the same, each teacher, when requested, taking part, under the direction of the Superintendent, and the supervision of the Board when present. The Superintendent shall report to the Board monthly, or oftener, if required, as to the success of such normal classes, and neglect or refusal of any of the public school teachers to attend and participate in such exercises. The normal class shall be open for general attendance.

11. He shall keep an accurate register of all pupils in the several schools, containing a record of the name, sex and date of admission of each child, all cases of withdrawal, suspension or dismissal, and the cause thereof.

12. At the close of each school year he shall submit to the Board a written report of the work of the schools, together with such suggestions and other information as he may deem worthy of notice, to be published with the Annual Report of the Board.

13. He shall attend the meetings of the Board.

### RULES FOR THE GRADING AND PROMOTION OF PUPILS.

1. There shall be in the Grammar and High Schools a written examination at the end of each term, and of such length and character as the Superintendent may determine. Upon the general average of the pupil's written examination and his recitation grades, shall depend his reduction in class, or his promotion.

2. The written examinations shall be conducted by the teachers in charge of the classes. The value of each answer shall be marked opposite in the margin, and the per cental value of each child's paper written in ink at the top of the first page. The papers shall be kept on file in the office of each Principal for one month after each examination.

3. Teachers shall inform parents in writing of the failure of children properly to sustain themselves in their studies. Any pupil that shall have a general scholarship average of less than 50 per



cent. at the Christmas examination shall be reduced in grade.

4. In order to secure promotion, a general scholarship average of at least 70 per cent., and not less than 60 per cent. in Arithmetic must be attained by the pupil.

5. All pupils whose scholarship average for the year shall be 85 per cent. or more shall be promoted at the end of the scholastic year, without undergoing a final examination.

6. When pupils fail of promotion in the final yearly average of scholarship, in not more than two studies, they may be given one opportunity to undergo a re-examination in such studies on the Monday and Tuesday preceding the opening day of the schools, and, if the requisite per cent. shall be attained, they may be passed to a higher grade.

7. Transfers shall be regularly made at the end of each session, upon the conditions stated in the previous sections. Pupils who, in the judgment of the teacher in charge, win promotion at other times than those stated, may be at once transferred by order of the Superintendent.

#### RULES FOR THE EXAMINATION OF APPLICANTS AND TEACHERS.

1. At the annual written examination, to be held on the second and third Saturdays in May, the Committee on Examinations, Course of Study and Text Books, and the Superintendent, shall have two grades of questions prepared to test the qualification of applicants for positions in the schools.

Papers shall be marked on a scale of 75, and each question shall have a value, to be fixed before the examination is held, by which, as standard of perfection, the paper shall be valued.

2. At the close of the written examination, the Committee on Examinations, Course of Study and Text books, shall hold an oral interview with applicants, separately, for the purpose of eliciting further particulars as to scholarship, personal bearing, professional preparation, experience, etc., and shall embody the results of such interviews in the report, marking each applicant on a scale of 25.

3. At the regular meeting of the Board next after the examinations, the Superintendent shall report a list of applicants in the several Departments, with the average of each.

4. An applicant making not less than 40 per cent. in any study, and a general average of not less than 60, in such report, and no other applicant, shall be eligible to election.

5. Examinations at any other than the regular time in May shall be conducted in strict conformity to these rules.

6. Any teacher attaining an average of 80 per cent. in the annual examination, and not less than 40 per cent. in any one subject shall be eligible for re-election.

7. No teacher shall be entitled to increase of salary, or to promotion unless he or she shall have made an average of 85 per cent. in the annual examinations, or at a special examination to be held during the Christmas holidays.

### COURSE OF STUDY.

#### FIRST GRADE.

**Numbers** to 10 inclusive. In beginning a new number, as 4, 5, or 6, teach and drill on all the additional facts first, then do the same with the subtraction facts and so on. Figures to be taught. Formal written equation to be begun just as soon as the pupils learn to make the figures. Multiplication table through the fives. The Grube method to be used. The work with objects to be discontinued as soon as advisable. Use thereafter only when needed. Oral drills at least five minutes every day.

**Reading:** From Blackboard in script. Twenty-six words, the alphabet, and the sounds of the letters to be taught the first four weeks. Each teacher use her own chart, Cyr's Primer (last edition), The Arnold Primer. Always require the pupil to tell the story of the lesson in his own language. The reading to be taught by a combination of the Word, Phonic and Sentence methods. Silent reading to be stressed. Give daily drills in distinct articulation. See that the pupil gets the full meaning of every sentence he reads. Good expression will follow.

**Spelling:** Phonic drills every day. Beginning in January, write ten words on the board every day except Friday. Require pupils to copy these words in note books. Same words to be spelled orally by heart. Just before oral recitation, have words spelled in concert by class, indicating letters and dia-critical marks. Then they are to be numbered and written in their exercise books. Reviews every Friday. Every word given to pupils to be used in a sentence. Teach the long and short sounds of vowels. Spelling Blank, No. 1.

**Language:** Conversation lessons on animals and plants. Pupils to be drilled in expressing their thoughts in complete sentences. Use pictures in school periodicals. Draw out the chief points in a picture by means of questions, then have the story told orally. Keep threefold objects in view: (1) train the perceptive faculties; (2) develop thought power; (3) give correct expression to thoughts.



In the Spring, co-ordinate the language work with lessons on plants sprouted in the school room. Simple language drills on the cardinal points, the geography of the school premises, the seasons, etc. Exercise Book No. 1. Extemporaneous oral composition.

**Drawing and Writing:** These subjects to be co-ordinated with Primary Numbers. Every written Spelling, and Language lesson to be also a lesson in Penmanship. Lines, dots, squares, circles, triangles, fans, faces, flags, fishes, cats, apples, leaves, chairs, etc., to be drawn, illustrating equations.

**Clay Modeling:** The sphere, and in connection with this, curved lines. The tile, and with it straight lines. The cube, cylinder, the apple, tomato, turnip, walnut, lemon, eggs, birds' nests, cap, acorn, potato, pumpkin, spool, jug, pipe, shoe, canoe, hatchet, salt cellar, inkstand, pear, rolling pin, crayon.

**Drawing:** Every object to be drawn after being modeled.

**Vocal Music:** Rote Songs. The scale as a unit. Scale intervals. Tone perception (ear training). Exercises on the blackboard as directed by the special teacher.

**Handwork:** Mat weaving, cardboard embroidery, etc., two periods a week.

Teachers are requested to encourage Friday recitations.

Poems to be committed to memory: The Child's World. Frank Demster Sherman's Evening.

**Reference Books:** Quincy Methods, Farnham's Sentence Methods, Branson's Primary Reading, Evans' Sentence Method of Teaching Reading, How to Teach Reading, (Boston Method), Hallman's Primary Method, Parker's Talks on Teaching, Tilton's Handbook of Music Lessons, Jackman's Natural Science in Primary Schools, Wentworth and Reed's Primary Arithmetic, Teachers' Edition Hopkins' Observation in the Primary Schools, First Reading from Blackboard to Books, Arnold's Waymarks for Teachers. [These books can be had from the Library in the Superintendent's office.]

## SECOND GRADE.

**Numbers:** All of the four characteristic operations to the No. 20. The multiplication table through the twelves. Teach the tables both by multiplication and division. Liquid, Linear and Dry Measures, optional. At least ten minutes every day to be devoted to oral drill.

**Reading:** Graded Literature, First Book, Cyr's First Reader, latest edition. The new words to be taught before the pupil is required to prepare a lesson. Have the pupil read the sentence to himself and grasp the full meaning before he attempts to read it aloud. Under no circumstances may the pupil attempt to read the

passage to the teacher until he shall have done this. When a pupil gets the meaning of a sentence thoroughly, his expression will be natural, and consequently correct. Always require the story to be told in the pupil's own language.

**Writing and Spelling:** Drill at least five minutes in Phonics every day. Conduct drills as shown by the Superintendent in Teachers' meetings. Write ten words on the blackboard every day, such words as the pupils use in conversation, and read in their readers. Have words copied in note books and studied. If possible, require every pupil to spell orally by heart every word, then have them written in pupil's best writing in note books. Every word given to be defined and used in a sentence. Teach the sound of two dots above and below the vowels. Review the long and short sounds.

**Language:** Continue the Picture lessons as outlined in the First Grade. When very simple, the story may be written instead of given orally. Have pupils copy script exercises from their readers. The object of this work is to assist the children in the formation of correct habits of speech. The following scheme is suggestive:—

Monday: Picture Reproduction and Conversation Stories.

Tuesday: Dictation.

Wednesday: Copy stories from Readers.

Thursday: Drills on proper use of is, are, was, were, etc., in blank exercises.

Friday: Dictation. Exercise Book No. 1. Extemporaneous compositions one a week—see Superintendent's syllabus.

**Drawing and Clay Modeling:** The sphere, cube, and cylinder to form the basis of the work. Bird's nest, pear, okra, tomato, acorn, cotton boll, canoe, shoe, hat, cap, jug, melon, egg, chain, walnut, square inkstand, peanut, hatchet, rolling pin, turtle, potato. Lessons in Modeling twice a week. Drawing three times. The order of the work to be as follows: First model the object, then draw it.

**Science:** Give lessons on leaves, what they are, their kinds and uses. Always have the leaves present, requiring the pupils to examine them and discover the facts for themselves. Then have the facts stated in a systematic order, using correct language. Lessons on rocks, plants, and other objects will pave the way for scientific investigation later in life.

**Vocal Music:** Rote songs continued. Text—New First Reader Educational course, singing from pages 1 to 40. Ear training.

Teachers are requested to encourage Friday recitations.

**Reference Books:** Love's Industrial Education, Prang's Teachers' Course on Form, Color and Number, Baldwin's Industrial Arithmetic, Johnson's Education by Doing, Tilton's Handbook of Music Lessons, Hallman's Primary Methods, Jackman's Natural Science in



the Common Schools, White's Two Years in Numbers, Baldwin's Suggestive Lessons, Arnold's Waymarks for Teachers, White's School Management. [These books can be had from the Library in the Superintendent's office.]

### THIRD GRADE.

**Numbers:** Multiplication table, by multiples and divisions. Equations, and equation stories reviewed till October 1st. Numeration and notation of hundreds. Addition when the sum exceeds ten. Equation work till November 1st. Subtraction when the figure in the minuend is smaller than the figure in the subtrahend, till January 15th. Multiplication table reviewed, simple problems in multiplication in which the multiplier consists of two figures. Count by 2's, 3's, 4's, 5's, 6's, 7's, 8's and 9's to one hundred. Equation work till March 1st. Multiplication table by division, simple problems in short division till April 15th. Oral Arithmetic at least fifteen minutes every day.

**Reading:** Graded Literature 2nd book, Kennard's Second Reader. Teach punctuation marks. Let no pupil read aloud until he has the thought of the sentence. Require pupils to tell the story in their own language. Do not be satisfied until your pupil reads both intelligently and intelligibly.

**Language:** Hyde's Language, No. 1 to part 2. Co-ordinate Primary Science and Language as shown in teachers' meeting. Reproduction Stories, Conversation, and Picture Lessons. Dictation twice a week at least. Lessons on snow, dew, hail and rain. Exercise Book No. 1. Extemporaneous composition once a week—see Superintendent's syllabus.

**Writing and Spelling:** Give ten words every day, except Friday; the words to be taken from the readers. Every word to be defined and used in a sentence. The spelling to be both oral and written. Have Phonic drills as needed. Drill in distinct articulation. Oral spelling once a week. Teach the sound of one dot above and below vowels. Review vowels marked by two dots above and below, together with the long and short sounds. Spelling Blank, No. 1.

**Vocal Music:** New First Reader Educational course completed. Two part singing introduced and given careful attention. Ear training.

**Clay Modeling and Drawing:** Model the starfish, maple keg, book, lemon, apple, vase, rose, bowl, fish, chicken, key, spoon, banana, pitcher, walnut, chestnut, hatchet, shoe, clover, ivy, holly. Two lessons a week in each subject. Color work once a week.

Teachers are requested to encourage Friday recitations. Teach the recitations in the readers.

**Reference Books:** Raub's Methods of Teaching (chapter on object lessons), Parker's How to Study Geography, Woodward's English in Schools, Reed's Introductory Language Lessons, Frye's Brooks and Book Basins, Tate's Philosophy of Education, White's Two Year's Course in Numbers, Report of the Committee of Ten, Newell's Outlines of Lessons in Botany, Augsburg's Easy Things to Draw, No. 1, White's School Management. [These books can be had from the Library in the Superintendent's office.]

### FOURTH GRADE.

**Numbers:** Multiplication table reviewed two ways: by multiplication, and division. The figure processes of short and long division, with problem drills for each. Rapid additions and Oral Arithmetic at least 20 minutes every day. Do not use numbers larger than tens of thousands. In every case have pupil himself determine whether he must add, subtract, multiply or divide.

**Reading:** Lee's Third Reader; oral reading to be stressed. Require story of everything read to be told in pupil's own language.

**Language:** Hyde's Lessons in Language, Book No. 1 to Verbs. Exercise Book, No. 1. Extemporaneous oral composition once a week—see Superintendent's syllabus.

**Writing:** In connection with Spelling and Language.

**Clay Modeling and Drawing:** Model the jug, walnut, fruits and vegetables of all kinds, hat, key, shoe, vase, nuts of all kinds. Every object to be first modeled, then drawn. Two lessons a week in each subject. One lesson in color work.

Poems to be committed to memory: The poems in Lee's Third Reader.

**Geography:** Frye's Elementary Geography. Formal Geography work begun in a full treatment of the Physical Commercial, Industrial and Political Geography of Georgia and Clarke County. Mould in sand. Draw maps of Georgia and Clarke County.

**History:** Study Columbus, Franklin, The Pilgrims, John Smith, Penn, Oglethorpe, Washington, Lee. One month to be devoted to each character. Two lessons a week.

**Music:** New Second Reader Educational course is the text. Chromatics introduced are sharp four and flat seven. Ear training.

**Spelling:** Give ten words every day except Friday. Oral spelling once a week. Every word to be defined and used in a sentence. Teach and review all the diacritical marks of the vowels, and the sounds of the consonants.

Teachers are requested to encourage pupils to supply themselves with dictionaries.



Teach the rule for final silent e, and a single consonant after a single vowel.

**Reference Books:** Frye's Child and Nature, Parker's How to Study Geography, Botany in the School Room (Miss Buckalew), DeGraff's Development Lessons, Sewing in New York Schools, Newell's Outlines of Botany, Book 1, Hewett's Psychology, Reed's Introductory Language Book, Kellogg's School Management, Pestalozzi's Leonard and Gertrude, Prince's Courses and Methods. [These books can be had from the Library in the Superintendent's office.]

#### FIFTH GRADE.

**Arithmetic:** Wentworth's Practical Arithmetic: Addition, Subtraction, Multiplication, Division of Fractions. Decimal Fractions: Addition, Subtraction, Multiplication, Division.

**Reading:** Lee's Fourth Reader. The story of every lesson to be told in the pupil's own language.

**Language:** Hyde's Two Book Course, Book I, Georgia Edition. Begin at page 122 and complete. Extemporaneous oral compositions once a week—see Superintendent's syllabus.

**Science:** Frye's Elementary Geography as far as page 87. The map of each country to be drawn as studied.

**History:** The First Book of American History—Eggleston.

**Spelling:** To be taken from readers, 10 words every day except Friday. Every word to be defined and used in a sentence. Review diacritical marks. Teach the sounds of the consonants. Words to be defined as they go upon the board.

Teach rule for affixes all and full, and y after a consonant. Pupils to supply themselves with Webster's Common School Dictionary.

**Clay Modeling and Drawing:** Model leaves and flowers. A suggestive list: Ivy, clover, violet, holly, maple, evergreen, oak, rose, dogwood, daffodil, pansy, peach; also shells, vase forms, bells, continental outlines and shore forms. Each object to be drawn after having been modeled. Two lessons a week in each subject. One lesson in color work.

**Vocal Music:** Third Reader Educational course is the text. The chromatic scale is introduced. Ear training.

Miss Rutherford's Bible Questions, one lesson every Monday, to Chapter 10.

**Reference Books:** McCormick's Methods in Geography, Parker's How to Study Geography, Tarbell's Teachers' Manual of Language Lessons, Newell's Outlines of Botany Book No. 2, Joseph Payne's Lectures on Teaching, Tate's Philosophy of Education, Price's Courses and Methods of Teaching, Page's Fractions, Red-

way's Manual, Vance's Philosophy of Emphasis, Hewett's Pedagogy, DeGraff's Development Lessons, Bacon's Four Years' Work in Numbers, Part 2, to page 204. [These books can be found in the Library in the Superintendent's office.]

#### SIXTH GRADE.

**Arithmetic:** Wentworth's Practical Arithmetic. Review Fractions and Decimals. Begin Compound Quantities the 1st of January. Begin Mensuration. Use the Kennedy Blocks in teaching square and cubic measurements.

**Reading:** Lee's Fifth Reader. The story of every lesson to be told in the pupil's own language.

**Language:** Hyde's Lessons in English Book II. Extemporaneous oral composition once a week—see Superintendent's syllabus.

**Geography:** Frye's Elementary Geography. Begin at page 87, finish and review. Maps to be drawn of all countries as studied. Two minute maps to be drawn in the recitation.

**History:** Field's Grammar School History of the United States, from the beginning to the American Revolution.

**Vocal Music:** Fourth Reader Educational course is the text. Minor Scales. Transposition. Ear training.

**Writing:** To be co-ordinated with Spelling and Language.

**Clay Modeling and Drawing:** Model leaves, flowers, fruits, vegetables, conventional designs, nuts, animals, shore forms, shells, vase forms, etc. Two lessons in each subject every week. One lesson in color work every week.

**Spelling:** Ten words to be taken from the readers and spelled in oral and written exercises. Every word to be defined and used in a sentence. Require pupils to use the dictionary.

Teachers are expected to see that pupils supply themselves with a suitable dictionary.

Teach the rules for ie before ing and for mis and dis.

Teachers are requested to encourage Friday recitations.

Miss Rutherford's Bible Questions, one lesson every Monday, beginning at page 78.

Poems to be memorized: The Conquered Banner and The Burial of Sir John Moore.

**Reference Books:** LeBow's English as She is Taught; Whitney and Lockwood's English Grammar; Kings Methods and Aids in Geography; Frye's Child and Nature; Johonnot's Principles and Practices of Teaching; Saddler's Business Arithmetic; Hall's Methods of Teaching History; Lincoln's Hygienic Physiology; Holbrook's Normal Methods; Brooks Normal Methods; Knox's How to Speak



and Write; DeGarmo's Essentials of Method. [These books can be had from the Library in the Superintendent's office.]

#### SEVENTH GRADE.

**Arithmetic:** Begin Wentworth's Practical Arithmetic at Compound Quantities and go to Interest and Discount.

**History:** Field's History of the United States completed from American Revolution. Superintendent's notes on the war between the States. Everything to be located. Maps of important battlefields to be drawn.

**Language:** Buehler's Modern English Grammar completed.

**Geography:** Begin Frye's Higher Geography, Georgia edition, at United States, page 61, and go to Europe, page 145. Progressive maps to be drawn as each country is studied. Relief maps. Work with Politico-Relief Maps.

**Latin:** Collar and Daniel's First Book to Second Conjugation, page 68.

Poem to be memorized: Grey's Elegy in a Country Churchyard.

**Writing:** To be co-ordinated with Spelling and Language.

**Clay Modeling and Drawing:** Model banana, okra, corn, melons, vases, conventional designs on tiles, flowers on tiles, turtle, fish, strawberry, holly, border tiles. Every object to be drawn after having been modeled. These subjects to be co-ordinated. Two lessons a week in each subject. One lesson each week in color work.

**Vocal Music:** Fifth Reader Educational course is the text. Two and three part singing with bass and treble staves. Modulation. Ear training.

**Spelling:** Ten words every day, taken from History and Readers. Every word to be defined and used in a sentence. Pupils to continue the Dictionary.

Teachers are expected to see that pupils supply themselves with a suitable dictionary.

Teachers are requested to encourage Friday recitations.

**Reference Books:** Saddler's Business Arithmetic, Hall's Methods of Studying History, Tarbell's Manual for Teachers, Guyot's Earth and Man, King's Methods and Aids in Geography, Johonnot's Principles and practices of Teaching, Lange's Apperception, Compayre's Lectures on Pedagogy. [These books can be had from the Library in the Superintendent's office.]

#### EIGHTH GRADE.

**Arithmetic:** Begin Wentworth's Practical Arithmetic at Percentage and complete.

**Spelling:** Ten words every day to be taken from the History and other subjects. Words to be defined and used in sentence. Pupils are required to have a dictionary.

**Science:** Coleman's Physiology completed in one year.

**Writing:** To be co-ordinated with Spelling and Language.

**Drawing:** Object Drawing continued.

**Geography:** Begin Frye's Higher Geography, Georgia edition, at the beginning and go through page 60. Then begin at page 145 and complete the book. Draw Relief maps.

**History:** Tappan's England's Story.

**Language:** Whitney and Lockwood's Grammar completed. Formal composition work every month. Extemporaneous oral composition every week.

**Latin:** Collar and Daniel's First Latin Book to Deponent Verb, page 142.

**Vocal Music:** The Sixth Reader Educational course is the text. Four part singing. Ear training. Supplementary work under direction of special teacher.

**Clay Modeling and Color Work:** Two periods a week to be based on nature.

Poem to be committed to memory: Goldsmith's Deserted Village through the description of the Village Inn.

**Reference Books:** White's Elements of Pedagogy; Geike's Teaching of Geography; Thring's Theory and Practice; Joseph Payne's Lectures on Education; Browning's Education Theories; Quicks' Educational Reformers; Shoup's History and Science of Education; Hale's Art of Reading Latin. [These books can be had from the Library in the Superintendent's office.]

#### NINTH GRADE.

**Algebra:** Wentworth's Shorter Course through Chapter XI.

**Physics:** Fisher and Patterson's Elements of Physics.

**Latin:** Begin Collar and Daniel's First Latin Book at page 142 and complete by Christmas. Viri Romæ Illustres completed by Christmas, Bennett's Latin Grammar, Bennett's Latin Composition. Two lessons a week.

**History:** Hull's Campaigns.

**English:** Lockwood and Emerson's Lessons in English, first half. Irving's Sketch Book, Scott's Lady of the Lake, Franklin's Autobiography. Formal composition work every month.

**Spelling:** Same as Eighth Grade.

Hunnicut's Agriculture to be taken up at Christmas.

**Drawing and Color Work:** To be co-ordinated with Literature and Physical Geography.



**Physical Geography:** Maury's Physical Geography completed.  
**Greek:** Optional.) White's Beginner's Book. One-half of the book to be completed.

**Vocal Music:** The Abridged Academy Song Book and Supplementary work consisting of Glees and Choruses from the best writers. School Orchestra used on special occasions.

**Reference Books:** Wickersham's School Economy, Welch's Teachers' Psychology, Woodhull's Simple Experiments for the Schoolroom, Guyot's Earth and Man, Kellogg's School Management.

#### TENTH GRADE.

**Geometry:** Wentworth's Plane Geometry (3 books). Begin in September.

**English:** Lockwood and Emerson's Lessons in English completed. Tennyson's Princess, Macbeth; Merchant of Venice. Formal composition every month.

**Spelling:** Same as Eighth Grade. Spelling Blank No. 2.

Pupils are required to have a suitable dictionary.

**Latin:** Cornelius Nepos from September until Christmas, three books of Virgil's *Aeneid*, Bennett's Grammar.

**Greek:** (Optional). Goodwin's Anabasis and Goodwin's Greek Grammar.

**History:** Botsford's Ancient History.

**Book-Keeping:** Goodman's Book-keeping.

**Vocal Music:** The Abridged Academy Song Book and Supplementary work consisting of Glees and Choruses from the best writers. School Orchestra used on special occasions.

**Algebra:** Wentworth's Shorter Course in Algebra.

**Reference Books:** Allen's Mind Studies, Froebel's Education of Man, Painter's History of Education, Fitch's Lectures on Teaching, Hugh's Mistakes in Teaching, Herbart's Science of Education, DeGarmo's Essentials of Method.

It is expected that each teacher will acquaint herself with the contents of the Reference Books for her grade.

#### BOOKS ADDED TO BRANSON LIBRARY--- YEAR 1904-05.

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|---|---|
| 6031 Mary's Meadow.                                   | 6074 The Flower of the Family.  |
| 6032 Rosin the Bow.                                   | 6075 Stories of Great Inventors.  |
| 6033 The Golden Opportunity.                          | 6076 Fifty Famous Stories Retold.   |
| 6034 Arabian Nights.                                  | 6077 Arrows, or Teaching a Fine Art.                                      |
| 6035 Monarch, The Big Bear.                           | 6078 The Students' Standard Dictionary.                                   |
| 6036 Children's Stories from Dickens.                 | 6079 The Students' Standard Dictionary.                                   |
| 6037 Bible Heroes.                                    | 6080 The Students' Standard Dictionary.                                   |
| 6038 Dick.  | 6081 Stories from Virgil.   |
| 6039 Ben's Nugget.                                    | 6082 Stories from Homer.  |
| 6040 Melody, Richards.                                | 6083 Old Norse Stories.   |
| 6041 Two Girls.                                       | 6084 Poems Every Child Should Know.                                       |
| 6042 Captain January.                                 | 6085 A Wonder Book.   |
| 6043 Hero Stories from American History.              | 6086 Fifty Famous Stories Retold.   |
| 6044 The Missing Tin Box.                             | 6087 The Werner Primer.   |
| 6045 The Missing Pocket Book.                         | 6088 Nature Myths.  |
| 6046 The Young Explorer.                              | 6089 The Hiawatha Primer.   |
| 6047 Wrecked on Spider Island.                        | 6090 Old Greek Stories.   |
| 6048 Hector's Inheritance.                            | 6091-6102 Wheeler's Graded Readers. A Primer. (1 dozen copies, Meigs St.) |
| 6049 Kingston's Animal Story Book.                    | 6103-6114 Hiawatha Primer (1 dozen copies, Oconee St.)                    |
| 6050 Alice in Wonderland.                             | 6115-6126 The Finch Primer (1 dozen copies, Oconee St.)                   |
| 6051 Ten Boys.  | 6127 Galopoff.  |
| 6052 Tanglewood Tales.                                | 6128 Foxy the Faithful.   |
| 6053 Lost on Volcano Island.                          | 6129 A Child's Garden of Verse.   |
| 6054 Woodhuff Stories.                                | 6130 The Bears of Blue River.   |
| 6055 Aladdin and the Wonderful Lamp.                  | 6131 Four Old Greeks.   |
| 6056 Through the Looking Glass                        | 6132 Wigwam Stories.  |
| 6057 Heart.   | 6133 Tales from Shakespeare.  |
| 6058 Aunt Martha's Corner Cupboard.                   | 6134 Old Indian Legends.  |
| 6059 Gulliver's Travels.                              | 6135 Billy Whiskers.  |
| 6060 Pedagogues and Parents.                          | 6136 The Life and Adventures of Santa Claus.                              |
| 6061 The Tomboy at Work.                              | 6137-6148 The Hiawatha Primer (1 dozen copies Baxter St.)                 |
| 6062 War Songs and Poems of the Southern Confederacy. | 6149-6160 The Finch Primer (1 dozen copies for Baxter St.)                |
| 6063 War Songs and Poems of the Southern Confederacy. | 6161 The Story Hour.  |
| 6064 Modern American School Buildings.                | 6162 Sweet Girl Graduate.   |
| 6065 Two Little Pilgrims' Progress.                   | 6163 Six to Sixteen.  |
| 6066 Stories of Norse Gods and Heroes.                | 6164 A World of Girls.  |
| 6067 Giovanni and the Other.                          | 6165 The Pioneer.   |
| 6068 Stories of Georgia.                              |   |
| 6069 What Katy Did.                                   |   |
| 6070 What Katy Did Next.                              |   |
| 6071 What Katy Did at School.                         |   |
| 6072 Black Beauty.                                    |   |
| 6073 King of the Golden River.                        |   |



- 6166 The Pilot.  
 6167 The Pathfinder.  
 6168 The Deerslayer.  
 6169 Poor and Proud.  
 6170 Jackanapes.  
 6171 Tom Brown at Oxford.  
 6172 The Prairie.  
 6173 Tom Browns, School Days.  
 6174 Little by Little.  
 6175 Not Like Other Girls.  
 6176 In School and Out.  
 6177 Swiss Family Robinson.  
 6178 Jane of the Windmill.  
 6179 Juan and Juanita.  
 6180 Juan and Juanita.  
 6181 Juan and Juanita.  
 6182 Stories of Colonial Children.  
 6183 Stories of Colonial Children.  
 6184 The Bird's Christmas Carol.  
 6185 The Bird's Christmas Carol.  
 6186 The Bird's Christmas Carol.  
 6187 Nights with Uncle Remus.  
 6188 Nights with Uncle Remus.  
 6189 Lullaby-Land.  
 6190 Lullaby-Land.  
 6191 Lullaby-Land.  
 6192 Stories of Great Americans.  
 6193 Stories of Great Americans.  
 6194 Stories of Great Americans.  
 6195 A Child's Garden of Verse.  
 6197 A Child's Garden of Verse.  
 6196 A Child's Garden of Verse.  
 6198 Flaxie Frizzle.  
 6199 Flaxie Frizzle.  
 6200 Sara Crewe.  
 6201 Sara Crewe.  
 6202 Grimm's Household Tales.  
 6203 Grimm's Household Tales.  
 6204 Grimm's Household Tales.  
 6205 Aunt Martha's Corner Cupboard.  
 6206 Aunt Martha's Corner Cupboard.  
 6207 Editha's Burglar.  
 6208 Editha's Burglar.  
 6209 The Story of King Arthur.  
 6210 The Story of King Arthur.  
 6211 The Story of King Arthur.  
 6212 Kingsley's Greek Heroes.  
 6213 Kingsley's Greek Heroes.  
 6214 Kingsley's Greek Heroes.  
 6215 The Book of Fables.  
 6216 The Book of Fables.  
 6217 The Book of Fables.  
 6218 Heidi.  
 6219 Heidi.  
 6220 Stories of Indian Chiefs.  
 6221 The Sunbonnet Babies.  
 6222 Old Norse Stories.  
 6223 Williams Choice Literature Book I.  
 6224 Williams Choice Literature Book II.  
 6225 A Child's Garden of Verse.  
 6226 Fifty Famous Stories Retold.  
 6227 Fairy Stories and Fables.  
 6228 Old Greek Stories.  
 6229 Stories of Indian Children.  
 6230 The Story Hour.  
 6231 The First Year Nature Reader.  
 6232 Boston Collection of Kindergarten Stories.  
 6233 Folklore Stories and Proverbs.  
 6234 Legends from Red Man's Forest.  
 6235 Oriole Stories.  
 6236 Nature Myths.  
 6237 Classic Myths.  
 6238 Little Stories for Little People.  
 6239 Hiawatha.  
 6240 Seed Babies.  
 6241 A Primer of Work and Play.  
 6242 Dot and Tot.  
 6243 The Enchanted Island of Yew.  
 6244 Billy Whiskers.  
 6245 The Bears of Blue River.  
 6246 The Life and Adventures of Santa Claus.  
 6247 Four Old Greeks.  
 6248 Foxy the Faithful.  
 6249 A Child's Garden of Verse.  
 6250 A Child's Garden of Verse.  
 6251 Stories of Great Americans.  
 6252 Diddle Dumps and Tot.  
 6253 The Green Fairy Book.  
 6254 The Story of Pocahontas.  
 6255 Children's Stories from Dickens.  
 6256 The Blue Fairy Book.  
 6257 Robinson Crusoe.

- 6258 The Yellow Fairy Book.  
 6259 A Dog of Flanders.  
 6260 Aunt Martha's Cupboard.  
 6261 Story of Troy.  
 6262 Two Little Confederates.  
 6263 Melody.  
 6264 Melody.  
 6265 Captain January.  
 6266 Captain January.  
 6167 The Little Lame Prince.  
 6268 The Water Babies.  
 6269 Jackanapes.  
 6270 Marooner's Island.  
 6271 Young Marooners.  
 6272 A Little Book of Profitable Tales.  
 6273 The Court of King Arthur.  
 6274 Old Indian Legends.  
 6275 Carpenter's Geographical Reader, Asia.  
 6276 Life of General Robert E. Lee.  
 6277 The Children of the Cold.  
 6278 A Captured Santa Claus.  
 6279 Poems That Every Child Should Know.  
 6280 Under Drake's Flag.  
 6281 With Lee in Virginia.  
 6282 By Sheer Pluck.  
 6283 St. George For England.  
 6284 A Final Reckoning.  
 6285 Her Benny.  
 6286 Two Prisoners.  
 6287 Bird World.  
 6288 Santa Claus' Partner.  
 6289 Duxberry Doings.  
 6290 Grandfather's Chair.  
 6291 Inebriety.  
 6292 The Clansman.  
 6293 The Erie Train Boy.  
 6294 Through the Fray.  
 6295 Out On the Pampas.  
 6296 Girls of True Blue.  
 6297 The Red Cross.  
 6298 Jackanapes.  
 6299 Marooner's Island.  
 6300 The Young Marooners.  
 6301 Japan at the Beginning of the Twentieth Century.



## QUESTIONS USED IN THE ANNUAL EXAMINATION, MAY 1905.

### ARITHMETIC, MAY, 1905, (10 Each).

1. State the difference between a check and a draft; between stocks and bonds.
2. If 4 loads of hay will last 6 horses 8 weeks, 8 loads will last how many horses 3 weeks?
3. If a frog eats  $\frac{1}{4}$  oz. of insect a day, and if there are 10 frogs to the square mile eating 200 days in the year how many tons of insects will be destroyed in Georgia, (59,000 square miles) in the course of a year?
4. Of 155 cuckoos observed for 3 hours, 46 black-billed cuckoos ate 1,196 tree caterpillars, and 109 yellow-billed ones ate 2,725. At this rate the black-billed cuckoo destroys what per cent more than the yellow-billed?
5. A company with \$500,000 capital divides \$45,000 in dividends. What does the holder of 3 shares (\$100 each) receive?
6. It costs \$1.55 a ton to manufacture ice, and the wholesale price is \$2 a ton, what is the per cent of profit to the manufacturer?
7. Two of our naval cruisers cost together \$6,810,000, one costing  $117\frac{1}{2}$  per cent. more than the other. What did each cost?
8. A square park is surrounded by a gravel walk 7 ft. 6 in. wide. The park and walk together contain 1.6 acres. Find the cost of making the gravel walk at 10c per square yard.
9. A boy, after doing  $\frac{3}{8}$  of a piece of work in 30 days, is assisted by a man, with whom he completes it in 6 days. How long would it take each to do the work alone?
10. Teach this problem: Find the interest on \$120 one year, seven months and 15 days at .08.

### GEOGRAPHY, MAY, 1905.

1. How wide is the North Temperate zone? Why? (10)
2. What is the main cause of the tides? Give one proof of this. (15)
3. Where is the Piedmont Belt? (10)
4. Locate and tell something about the following: Tokio, Guam, Liao-Tung, Seattle, Hamburg, Warsaw, Cardiff, Tibet, Okhotsk, Morocco. (40)
5. Over what bodies of water would you sail in going from New York to Nagasaki? Name 5 ports of call on the route. (25)

### ENGLISH GRAMMAR.

1. Fill the blanks in the following sentences: (a) Thomas and I—friends. (b) The News—good. (c) Measles—a troublesome disease. (d) Mathematics—my favorite study. (11)
2. What is the difference between a descriptive and restrictive relative? (10)
3. Give a sentence in which an infinitive modifies a verb; one in which it modifies a noun; one in which it modifies an adjective. (10)
4. State two differences between the comparative, and superlative degree. (10)
5. How would you teach a seventh grade to write a composition on A Visit to the Fair? (30)
6. Give three suggestions for helping pupils form correct habits of speech. (30)

### U. S. HISTORY, MAY, 1905.

1. Divide U. S. History from 1492 to 1861 into four main topics. (12)
2. In what state is Valley Forge? For what is it noted? (10)
3. In what war occurred the battle of Cowpens? Name the commander on each side, and give the result. (12)
4. What is the fundamental difference between the doctrines advocated by Hamilton and Jefferson during Washington's administration? (12)
5. In what war, and by whom was the city of Washington captured. (10)
6. What was the cause of the Mexican war? (10)
7. Give a brief account (not more than 15 lines) of the First Battle of Bull Run. (12).
8. What was the Resumption of Specie Payments in 1879? (12)
9. During whose administration was the World's Fair held in Chicago? (10)

### SUPERINTENDENT'S ESTIMATE.

1. Where were you educated?
2. How long have you taught?
3. What school papers did you take while teaching?
4. Can you teach vocal music?
5. Can you teach object drawing and color work?
6. What forms of hand work can you teach?
7. What books on Pedagogy have you read?
8. Write your name and post office.



## RULES GOVERNING THE BOARD OF EDUCATION.

### ARTICLE I.

Section 1. At the regular meeting of the Board in January in each year, or as soon thereafter as possible, the Board shall elect a President, a Vice-President, a Treasurer and a Secretary to serve for the year or until their successors are elected; should vacancies occur by death, resignation or otherwise, of either of the aforesaid officers, the Board, at a regular meeting, may fill the vacancy or vacancies for the unexpired term.

Sec. 2. Whenever a vacancy in the Board occurs notice thereof shall be immediately given to the Mayor and Council of the City of Athens.

### ARTICLE II.

Section 1. It shall be the duty of its President to preside at all meetings of the Board; to sign the records of its proceedings; attest transcripts of the same, as certified by the Secretary, when necessary; to call meetings of the Board whenever he may deem advisable, or when requested to do so by three members; to appoint all committees when not otherwise provided; to visit as often as convenient each of the public schools of the city, and lay before the Board, from time to time, such suggestions as may occur to him for their improvement. He may at pleasure address the Board, the chair being assumed by the Vice-President, or some other member selected by him.

Sec. 2. The Vice-President, in the absence of the President, shall be clothed with all the powers and perform all the duties of the President.

Sec. 3. The Secretary shall have charge of the records of the Board, and all papers directed by the Board to be kept on file; he shall keep a permanent record book in which all its votes, orders and proceedings shall be by him recorded. He shall give notice of all stated and special meetings; he shall notify the chairman of every committee appointed, stating the commission and the names of the members associated with him; he shall give notice of the meetings of all committees when requested by the chairman, or any two members thereof; he shall notify the instructors of their appointments and shall give such other notices as the Board may require. He shall transmit the copies of all votes, resolutions and documents, which are to be sent to the members of the Board, to the various committees, to the teachers, or to other persons. He shall see that diplomas, and other certificates awarded to successful candidates in the Public Schools, are procured, properly inscribed, and

sent to the appropriate schools at least one day preceding the annual examinations and shall perform such other duties as the Board shall prescribe and from time to time direct. He shall issue and approve all orders on the Treasurer when properly audited by the chairman of the committee making the purchases, and shall charge up each order in the account to which it belongs. He shall draw no order beyond the unexpended balance of the year.

Sec. 4. It shall be the duty of the Treasurer to receive and pay out all money (from whatsoever source derived) set apart for the establishment and maintenance of the Public Schools in Athens. Before entering on his duties, the Treasurer shall give bond to the Board in such sums as the Board may require, with security to be approved by them—said bond shall be recorded on the minutes of the Board, and shall be left in the hands of the President of the Board. All vacancies in the post of Treasurer shall be filled by the Board as soon as practicable after they occur, and the Treasurer shall at all times be subject to removal by the Board, and shall, when ordered by said Board, deliver up to his successor all money, books, papers and property in his custody belonging to the Public Schools. The money which comes into the hands of said Treasurer shall be subject to be managed, administered and expended by said Board. It shall be paid out only on the checks and drafts of said Board audited by the chairman of the committee making the purchases and approved by the Secretary, if the bill or claim is under twenty-five dollars; if the bill or claim is over twenty-five dollars, with the approval of the Board as well; and the Treasurer shall keep a book of receipts and payments and transmit quarterly on the first Monday of January, April, July and October, a full and complete transcript therefrom to the Board of Education. Whenever directed by a resolution of the Board, the Treasurer shall keep the funds on hand deposited in some bank in the city (specified in the resolution). All deposits, and the terms thereof, shall be reported with the quarterly transcript from the Treasurer's books—said books and the moneys, bonds, certificates of deposits and other assets on hand being at all times subject to inspection by the finance committee of the Board.

### ARTICLE III.

Section 1. There shall be eight standing committees, consisting of three members each, to be appointed by the President at the first meeting in January, or as soon thereafter as practicable, viz:

1. A Committee on Finance.
2. A Committee on Salaries and Supplies.
3. A Committee on Buildings and School Property.
4. A Committee on Grievances.



5. A Committee on Rules and Law.
6. A Committee on Examinations, Course of Study and Text Books.
7. A Committee on Sanitary Affairs.
8. A Committee on Library.

Sec. 2. The Committee on Finance shall each month report the salaries of teachers and janitors for payment. This committee at least once a year, and oftener if required by the Board, shall examine the books, inventories, accounts and vouchers of the Secretary, and of the Treasurer, and report upon their correctness to the Board. Said committee shall be charged with the duty of attending to all matters pertaining to the raising of money for the use of the Board. All bills, accounts or claims against the Board shall be paid when the bill or claim is accompanied by the written order of the chairman of the committee ordering the work done, or supplies furnished, and the receipt of the Superintendent, or other officer, upon such order showing that the work has been done or the supplies furnished, provided the amount of such bill or claim shall be approved by the chairman of the committee ordering the work done or supplies furnished and does not exceed twenty-five dollars; if the bill or claim exceeds twenty-five dollars with the approval of the Board as well.

Sec. 3. The Committee on Salaries and Supplies shall have charge of all questions concerning the salaries, and also of all purchases of every description of supplies for the Schools and for the use of this Board or its officers; and shall, previous to the commencement of the scholastic year, advertise for bids to furnish the school with all necessary fuel, stationery and regular supplies, and report such bids to the Board for approval or rejection; and shall see that the successful bidder complies in every respect with the contract authorized to be made with him, and, if necessary, require good and sufficient security for the faithful performance of said contract. All purchases of this committee shall be made upon written orders.

Sec. 4. The Committee on Buildings and School Property shall have charge of the erection of all new buildings, and the repairs or alterations of old ones; submit plans and specifications and estimates of the same for approval; make contracts for work and material for the same under instructions from the Board; see that said work is executed in a workmanlike manner, according to contract, and in all cases require approved security for a faithful performance of all contracts. This committee shall report upon the condition of all school property in Athens as from time to time they may be required.

Sec. 5. The Committee on Examinations, Course of Study and

Text Books, shall have control of all examinations of applicants for positions as teachers in the Public Schools. It shall be the duty of this committee, after having given due and public notice for a sufficient length of time, to examine in writing all such applicants, and report the results of said examination to the Board for action. The Secretary of the Board of Education shall be Secretary of the Committee of Examiners. They may make such rules for their government, subject to the approval of the Board, as they may deem necessary. Said committee shall also have control of the public examinations of the Public Schools, and also examinations for promotions in schools—the result to be reported in June. In the month of May, annually, they shall examine the courses of study prescribed for the schools, and shall recommend to the Board at the regular meeting in June such improvements in the course of instruction and such changes in the text books as they may deem expedient, and no changes in the text books shall be made unless referred to this committee and reported on by it to the Board. In the execution of these duties this committee shall have the aid of the Superintendent. It shall further be the duty of the different members of this committee to visit, as often as convenient, the Public Schools of this city; to note the diligence and efficiency of the teachers in the discharge of their duties, and the progress of the scholars in their studies, and deportment, and make, through their chairman, such suggestions to the Board as they may deem proper for the best interests of the schools.

Sec. 6. The Committee on Grievances shall investigate all cases of difficulty of misunderstanding between teachers and parents, or teachers and pupils, and all cases of difficulties or grievances which may be referred to them; provided that all complaints shall be preferred in writing, specifying the charge or charges, and handed to the Secretary of the Board, who shall furnish the Chairman of the Committee on Grievances, and the accused, a copy of the same. When notified to do so, the accused shall file his or her answer, and if, in the opinion of the committee, the proof be required, the chairman shall notify the parties interested of the time and place for them to appear with their witnesses before the committee, so that a fair and impartial investigation of the case may be made. Said committee at the next stated meeting thereafter, shall report, in writing, an abstract of the proof, together with the decision of the committee, for the action of the Board.

Sec. 7. The Committee on Rules and Laws shall consider and report upon all proposed additions, alterations and amendments to the Rules of the Board or Schools, and no action shall be taken on any proposed alterations or amendments until reported on by the



committee. All matters of title and questions of law shall be referred to this committee.

Sec. 8. The Committee on Sanitary Affairs shall have control of all matters connected with the health and comfort of the pupils while in the school rooms or school yards, shall see that the school rooms are properly heated, ventilated and lighted, and shall from time to time make reports to the Board suggesting such alterations in the plan of heating, lighting and ventilating as they shall deem best. Said committee shall have power to make all rules that may be necessary for the preservation of the health and comfort of the pupils, but such rules shall be at all times subject to revision by the Board. Whenever said committee shall adopt any rule or rules the Chairman shall deliver a copy to the Superintendent who shall cause a copy to be placed in the hands of each teacher.

#### ARTICLE IV.

Section 1. At the hour of meeting, or as soon thereafter as a quorum shall be present, the President shall call the Board to order, which shall proceed to business in the following order:

1. Call the roll.
2. Reading the minutes of previous meeting.
3. Report of Superintendent.
4. Report of the Committee on Finance.
5. Report of the Committee on Salaries and Supplies.
6. Report of the Committee on Buildings and School Property.
7. Report of the Committee on Sanitary Affairs.
8. Report of the Committee on Examinations, Course of Study and Text Books.
9. Report of the Committee on Grievances.
10. Report of the Committee on Rules and Laws.
11. Report of the Committee on Library.
12. Report of Special Committees.
13. Deferred Business.
14. New Business.

#### ARTICLE V.

Section 1. The regular meeting of the Board shall be on the fourth Monday of each month, at 4 o'clock P. M.

Sec. 2. A majority of the members of the Board shall constitute a quorum.

Sec. 3. Called meetings shall be held whenever ordered by the President, or by three members of the Board.

#### ARTICLE VI.

Section 1. All elections by the Board shall be viva voce, and the vote of each member shall be entered on the minutes. A majority of the whole Board shall be necessary to a choice.

Sec. 2. The Superintendent shall be elected for a term of three years. Teachers and all officers of the schools, excepting the Superintendent, shall be elected in each year at such times as the Board may determine. All special elections shall be held when necessary.







